

Standard Operating Procedure (SOP): Restaurant Cleanliness and Sanitation Protocols

This SOP defines **restaurant cleanliness and sanitation protocols**, focusing on maintaining high standards of hygiene throughout the establishment. It encompasses daily cleaning schedules, proper sanitization of kitchen equipment and dining areas, safe food handling practices, waste disposal methods, pest control measures, staff hygiene requirements, and compliance with local health regulations. The objective is to ensure a safe, clean, and healthy environment for both customers and staff, reducing the risk of contamination and foodborne illnesses.

1. Scope

This procedure applies to all employees, facilities, and equipment within the restaurant premises.

2. Responsibilities

- **Manager:** Ensures protocols are followed, documents compliance, and oversees training.
- **All Staff:** Adhere to cleanliness and sanitation guidelines at all times.
- **Cleaning Personnel:** Execute cleaning and sanitization duties as scheduled.

3. Daily Cleaning and Sanitization Schedule

| Area/Item | Frequency | Method | Responsible |
|---------------------------|--------------------------|---|----------------|
| Dining Tables & Chairs | After each use | Wipe with approved sanitizer | Service Staff |
| Floors (Dining & Kitchen) | Daily / As needed | Sweep, mop with disinfectant | Cleaning Staff |
| Restrooms | Every 2 hrs + End of Day | Clean and disinfect all surfaces | Cleaning Staff |
| Food Preparation Surfaces | After each task / Hourly | Wipe with food-safe sanitizer | Kitchen Staff |
| Kitchen Equipment | Daily / After Use | Disassemble (if applicable), wash, sanitize | Kitchen Staff |
| Trash Bins | Daily / As needed | Empty, clean, and disinfect | Cleaning Staff |

4. Safe Food Handling Practices

- Wash hands thoroughly before and after handling food, after restroom use, and after handling trash.
- Store raw and cooked foods separately to prevent cross-contamination.
- Use separate cutting boards and utensils for raw and cooked foods.
- Maintain proper food storage temperatures (Cold: $\pm 4^{\circ}\text{C}/40^{\circ}\text{F}$, Hot: $\pm 60^{\circ}\text{C}/140^{\circ}\text{F}$).
- Label and date all stored food items.

5. Waste Disposal Methods

- Use separate bins for food waste, recyclables, and general trash.
- Empty bins regularly; clean and disinfect bins daily.
- Store waste away from food preparation areas to avoid contamination.

6. Pest Control Measures

- Seal all gaps in doors, windows, and walls.
- Store food in airtight containers.
- Dispose of waste promptly and securely.
- Engage professional pest control services regularly.

7. Staff Hygiene Requirements

- Wear clean uniforms and non-slip shoes.
- Use gloves and hair restraints when handling food.
- Report illnesses or symptoms to management immediately.

- No jewelry except plain bands; no artificial nails or nail polish.

8. Compliance and Documentation

- Comply with all local and national health and safety regulations.
- Maintain cleaning logs and inspection records.
- Participate in periodic staff training on sanitation and hygiene.
- Address violations or incidents immediately and document corrective actions taken.

9. Review & Update

This SOP should be reviewed and updated annually or whenever changes in regulations or procedures occur.

Approved by: _____

Date: _____